



Delegate Manager Setup

This process is used to grant a non-manager the long-term ability to complete manager functions for specified manager(s). It should **only** be used for **long-term delegation**.

For **short-term delegation coverage**, such as leave time with a specific end date, the Manager Delegation process should be used. This is accessed from **Related Items>Temporary Delegation**.

- 1 Select **Related Items>Reconcile Timecard** or **QuickFind**. Note that both **Reconcile Timecard** and **QuickFind** may also be accessed from **Related Items>My Views>My Genies**.
- 2 Use the Show/Find feature to locate the name of the person to be designated as the Delegate Manager.
- 3 **Right-click** the name and select **People** from the menu.

Additional Information	
Current or Arrears	Arrears
OT or Comp	
30, 60 or 0 Lunch	
8N, 8T, 8PI, 8PA, 10, 12 or 24	
Approver ID	
Manager Access Group	12345,67890,23456

- 4 From the left menu of the **Person** tab, select **Additional Information**.
- 5 Enter the Employee ID number(s) of the manager(s) whose employees are being delegated in the **Manager Access Group** field.

Note: More than one ID may be entered, but no more than 11 are allowed. The ID(s) should be entered in the format below, with a comma separating each number and no spaces.

Ex: 12345,56789,90123

Access Profiles	
Function Access Profile:	AL - Delegate Manager
Display Profile:	AL - Employee Timecard
Locale Policy:	<None>

- 6 Select the **Job Assignment** tab.
- 7 Select **Access Profiles** from the left menu.
- 8 Select **AL-Delegate Manager** from the **Function Access Profile** drop down.
- 9 Click the **Save** button.

Note: These changes will not become effective until the following business day.